Committee Planning Report

Type of report being submitted:
Committee Planning Report
Date:
September 15, 2011

Committee Name:
Membership Pavilion

Supervising Board Member:
Julie Kane, Networking Director

Chair, Co-Chairs, Assistant Chairs:
Bridget Schumacher (Chair), Denise Gehring (Assistant Chair)

Committee members:
Denise Gehring, Emily Johnson, Alyssa Koclanes, Heidi Novotny, Bridget Schumacher

Committee Charge:
The NMRT Membership Pavilion Committee provides support in the ALA Membership Pavilion, coordinating primarily with the Orientations Committee to provide information about NMRT membership and NMRT activities at ALA Conferences.

Project Description / Goals:
- Update Membership Pavilion web page (October)
- Select and order promotional items for ALA Annual (Winter)
- Submit a progress report on ALA Connect (February)
- Request handout materials from NMRT Committee chairs for Membership Pavilion (March)
- Confirm Membership Pavilion display for Annual Conference (May)
- Visit the NMRT Membership Pavilion regularly throughout the conference to check on the supply of materials (Annual/June)
- Submit a final report on ALA Connect (July)
- Update Handbook entry for Membership Pavilion (July)

Specific Objectives (numbers, tangible end-products):

Provide a one-stop shop at ALA Annual where attendees can learn about the value of an NMRT membership by selecting various handouts and promotional materials.

Financial Report Section:

Your budget appropriation (see budget)	a. 500

Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 0
Difference between budgeted amount and total expenses from above (a-d)	e. 500

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

N/A

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

N/A

h. Vendor support received: (From the above list, what if any, has been received?)

N/A

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)
a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):

N/A

b. On-site conference volunteers: (include estimated numbers needed and brief job description)

N/A

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):

N/A

Report submitted by: Bridget Schumacher

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